



firebird
STUDIOS

CHILD SAFEGUARDING POLICY

SATURDAY MUSIC CLUB & PRIVATE MUSIC
TEACHING AT FIREBIRD STUDIOS

Firebird Studios and the Saturday Music Club values young people and children as being a vital part of our organisation and desires to see them grow, mature and be challenged in a healthy and safe environment. Our Safeguarding Policy is here to ensure that all children are safe within our music school and that there is no risk of abuse.

The contacts for any child protection matters at Saturday Music Club are Naomi Evans and Charlie Evans and a copy of this child protection policy can be found on the Saturday Music Club page on our website. We hold a physical copy on site. All of our regular teachers and cover teachers have been DBS checked

Purposes

The purpose of **Saturday Music Club** and Firebird Studios as a music teaching venue is to offer children a safe and welcoming environment where they can learn music, either as part of the small group lessons on Saturdays or private 1:1 lessons during the week and at weekends.

Aims

To provide music education for children and young people to help them develop

To enable children to express themselves.

To assist children in a group learning environment.

To help children/young people appreciate the diversity of their cultures.

Organisation

Each child and young person should be formally registered with Saturday Music Club and one parent should remain on-site during lesson time. It is not a drop-off club or childcare facility.

An attendance register should be kept for each session.

Teachers should communicate learning progress and activities covered during each lesson with parents at the end of each session.

Whilst we try to encourage students to participate without a parent present in the room, allowances can be made if required with the goal that they should be able to participate without parental support at some point in the first term of attendance.

Child Protection Representative

The child protection representatives at Firebird Studios and Saturday Music Club are Naomi Evans and Charlie Evans. Any worker that has any child safety concerns, should discuss those concerns with either representative, who have the following responsibilities:

Ensuring that the policy is being put into practice;
Being the first point of contact for child protection issues;
Keeping a record of any concerns expressed about child protection issues;
Bringing any child protection concerns to the notice of the Child Protection Representatives and contacting the Local Authority if appropriate;
Ensuring that paid staff and volunteers are given appropriate supervision;
*Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

Definition of Abuse:

The 1989 Children Act recognises four categories of abuse:

- Physical Abuse - actual or likely physical injury to a child, or failure to prevent physical injury. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
- Sexual Abuse - actual or likely sexual exploitation of a child or adolescent, whether or not the child is aware of what is happening. The child may be dependent or developmentally immature. Sexual abuse also includes non-contact activities, such as involving children in looking at or in the production of sexual images.
- Emotional Abuse - severe or persistent emotional ill treatment or rejection likely to cause adverse effect on the emotional and behavioural development of a child. It may involve seeing or hearing the ill-treatment of another. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Neglect - the persistent failure to meet a child's basic physical and/or psychological needs, or the failure to protect a child from exposure to any kind of danger, resulting in the significant impairment of a child's health or development, including failure to thrive.

Use of Mobile Phones and Cameras

Teachers must not take photos of or video children during music lessons without asking for the parents written permission first. Videos for the purpose of practice can be useful and are the only reason for which a video may be created, but again only after express written permission has been granted by the parent.

Occasionally the management of Firebird Studios and Saturday Music Club may wish to take some promotional photos of both the group lessons in progress and the music school and cafe environment to use in marketing materials for SMC. If this is happening, we will make sure all parents are notified in advance and that permission has been granted to use any photography

that shows children before sharing it via social media or using it in any other printed or promotional material.

Personal/Personnel Safety

A group of children or young people under sixteen should not be left unattended at any time.

Teachers should avoid being alone with an individual child or young person for a long time. If no-one else has turned up for a lesson which means that a teacher will be alone with a child, make sure that their parent has been advised of the situation and offered the chance to sit in on the lesson if they wish to.

If a child needs to use the toilet during a lesson, the teacher should notify their parent/carer so that they can accompany them to the toilet up until the age of 6. Older children can go to the toilet by themselves. Teachers should not accompany children to the toilet.

No teacher should leave the studio site with any child to find their parents or for any other reason.

Child Safety

All teachers should ensure that the area they are teaching in is fit for the purpose, e.g. seats are safe to sit on, music stands are working, room is a comfortable temperature, water is offered to anyone who is thirsty.

Make sure that all teachers and staff know:

Where the first aid kit is

Who is responsible for First Aid and how to record accidents or injuries in the on-site incident book

What to do in the event of a fire or other emergency

There should be 3 fire practices per year to cover both weekend and weekday students and different attendance days and times.

Do not let children go home without an adult unless the parent has given written permission that they may do so.

Never let a child go with another adult unless the parent has informed you that this will happen.

New Staff

Our music teachers are our most important and valuable resource for working with young people.

When recruiting and selecting teachers, the following steps will be taken:

Completion of a full DBS check

Checking the teachers' identity (passport, driving license, etc);

Taking up references prior to the person starting work;

Allowing no unaccompanied access to children until all of the above have been completed;

A probationary period of 3 months for new teachers and cafe staff

On-going supervision of teachers and staff

All teachers are to be shown the Child Safeguarding Policy and sign a document to show they have seen it and understand what their responsibilities are.
Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;
Advise them of the nominated Child Protection Representative.

Training

Saturday Music Club is committed to providing child protection training to any staff if needed.

What staff and teachers should do

Listen to the child/young person and look at them directly.

Always let the child/young person know if, and why, you are going to tell anyone else about what they are telling you.

Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.

It is not the role of the teacher to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.

The child protection representatives should record the concern accurately and factually, including date, time, name of child and staff member and ensure this is stored securely.

The child protection representatives should speak immediately to the Local Authority/ Families in Focus for further advice and guidance.

What you should *not* do

Teachers and staff should not begin investigating any concerns themselves.
Do not discuss the matter with anyone except the correct people in authority.
Do not form your own opinions and decide to do nothing.

Things to say or do:

'What you are telling me is very important'

This is not your fault'

'I am sorry that this has happened/is happening'

'You were right to tell someone'

What you are telling me should not be happening to you and I will find out the best way to help you'

Make notes soon after the event. Try to write down exactly what the young person or child said.
Avoid assumptions or conjecture.

Things *not* to say or do:

Document reviewed and approved 04/09/24. Next review date: 01/08/25

Do not ask leading questions – Why? How? What?
Do not say 'Are you sure?'
Do not show your own emotions e.g. shock/disbelief
Do not make false promises

Reporting Concerns:

Any concerns raised by children or parents should be brought straight to the attention of Charlie Evans so that they can be addressed as quickly as possible.

Firebird Studios & SMC will discuss any concerns with parents/carers first before approaching any other agencies and will seek their consent if making a referral to another agency (as long as to do so would not put the child or any teachers or staff at risk).

The detailed process for responding to or raising any concerns is below:

- If a child is at immediate risk, call the police - POLICE 999
- To make an urgent referral (i.e.: a child is likely to suffer or is suffering significant harm) – Children's Social Care Team: Bristol City call First Response on - call First Response on 0117 903 6444/ Out of hours Emergency duty team Tel: 01454 615 165
- To make a non-urgent referral, contact FIRST RESPONSE using their online contact form (must have parental/carer consent to do so) - [Make a referral to First Response for professionals \(bristol.gov.uk\)](https://www.bristol.gov.uk/first-response-for-professionals)
- For advice on whether to make a referral - contact Families in Focus EARLY HELP on 0117 3521499
- If you have concerns about a staff member or volunteer working with a child, the child protection representatives should contact the Local Authority Designated Officer (LADO) via email: LADO@bristol.gov.uk.
The studio should then follow the LADO's advice on how to deal with allegations against staff. **Note:** Do not start any investigation into the allegation until the LADO has been contacted.

Sources of information and support:

Child protection representative: Charlie Evans Tel: 07796 334672, Naomi Evans 07905 201879

What to do if you're worried a child is being abused' (March 2015) contains non-statutory, government guidance for practitioners, <https://bristolsafeguarding.org/children/lado-concerns-about-professionals>

Bristol Safeguarding Children's Board, reporting concerns
<https://bristolsafeguarding.org/children-home/contact/report-a-concern/>

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South West Child Protection Procedures, access to Bristol's procedures and child protection topic advice <https://swcpp.trixonline.co.uk>

This policy was adopted by **Firebird Studios** and Saturday Music Club on 25th January 2017 and will be reviewed yearly.

Signed on behalf of Firebird Studios & SMC by:



Signature.....

Names in Capitals...NAOMI EVANS...



CHARLIE EVANS...